

INSTRUCTIONS: Pages 1 and 2 of this application should be completed using this electronic document. The narrative should be created using a separate document. Mail or deliver the original and three copies of the complete application, including the signed assurances, narrative, and attachments to: Office of School Improvement, Michigan Department of Education, PO Box 30008, Lansing, MI 48909. Also, email the completed pages 1 and 2 of this application as an attachment to MarshH@michigan.gov.

CHECK THE APPROPRIATE BOX:

<input type="checkbox"/> For Profit Company	<input checked="" type="checkbox"/> Local School District	<input type="checkbox"/> Community-Based Organization
<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Public School Academy	<input type="checkbox"/> Private School
<input type="checkbox"/> Institution of Higher Education	<input type="checkbox"/> Intermediate School District	<input type="checkbox"/> Faith-Based Organization

Section 1: Provider Identification

Name of Entity Parnall Elementary School

Name of Director Emily Kress

Address 3737 Lansing Avenue **City** Jackson **State** MI **Zip** 49202

Phone 517-768-4500 **Fax** 517-784-0643 **Email** ekress@gmail.nsd.k12.mi.us

Proposed Location of Services (if different from above):

Address _____ **City** _____ **State** _____ **Zip** _____

If different from Director:

Name of Contact Person _____

Address _____ **City** _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____ **Email** _____

Section 2: Provider Geographic Service Area Information

1. Our organization can provide services to:

All local school districts/PSAs in Michigan: Yes ☐ No ☒

To only the following areas: (Please list the counties or local school districts/PSAs you are willing to serve)

Northwest Community Schools, Jackson, Michigan

2. Proposed Location of Services – Provide addresses for the locations where you plan to deliver SES services to students:

Site Location #1: Parnall Elementary School, 3737 Lansing Avenue, Jackson, MI 49202

Site Location #2: _____

Site Location #3: _____

3. Transportation – Provide information about accessibility to public transportation from your site:

Northwest Community Schools Transportation

4. Indicate if you are willing to provide services to eligible students at the school site:

Yes ☒ No ☐

Section 3: Provider Academic/Instructional Program Information

1. Subject Areas Covered – List all subject areas you address in working with students:

Reading and Math

2. Grade Level Able to Serve – Indicate the grade levels you are able to serve: 2nd through 5th

3. Time of Services – Indicate when you deliver services to students:

☐ Before School ☒ After School ☐ Weekends ☐ Summer ☐ Other _____

4. Mode of Instructional Delivery – Describe the methods by which your program delivers instruction to students:

☐ Individual Tutoring ☒ Small Group Instruction ☐ Large Group Instruction
☐ Online Web-Based ☐ Other _____

5. Schedule of Services – Indicate the length of each tutoring session and number of sessions per week:

Length of Session 3:45 to 4:45 p.m. Number of Sessions per Week 3

6. Staffing – Indicate the type(s) of staff that provide instruction to students:

☒ Certified Teachers ☐ Paraprofessionals ☐ Volunteers ☐ Other _____

7. Special Populations Served – Indicate special populations you are able to serve:

☒ Special Education ☐ Limited English Proficient ☒ Other Economically Disadvantaged

Section 4: Provider Fees

Cost/Fee Structure – Check and complete the cost/fee structure you use:

☒ \$9.50 per hour (unit of time, e.g., hour, week, etc.) per student.

☐ \$ _____ (flat fee) for _____ (unit of time, e.g., month, semester, year) per student.